



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORINST 3060.7A  
N35

01 MAR 2013

COMNAVRESFOR INSTRUCTION 3060.7A

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE MOBILIZATION/DEMOBILIZATION PROCEDURES

Ref: (a) OPNAVINST 3060.7B  
(b) RESPERSMAN  
(c) MILPERSMAN 1300-318  
(d) MILPERSMAN 1610-030  
(e) MILPERSMAN 1600-040  
(f) BUPERSINST 1001.39F

Encl: (1) Navy Reserve Mobilization/Demobilization Procedures

1. Purpose. Per references (a) through (f), enclosure (1), Navy Reserve Mobilization/Demobilization Procedures, provides an overview of the administrative procedures for identifying, notifying, mobilizing and demobilizing Selected Reservists (SELRES). This instruction contains major revisions and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 3060.7.

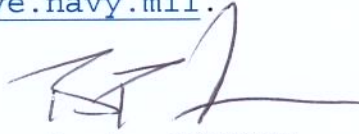
3. Scope. This instruction applies to the mobilization and demobilization of Navy SELRES.

4. Policy. Per reference (a), COMNAVRESFORCOM responsibility:

a. Identifying qualified SELRES to fill mobilization requirements, and

b. Directing and overseeing activation processing at respective Echelon V commands, which includes all Echelon V Reserve Component Commands with assigned SELRES, i.e. Navy Reserve Activities (NRAs), Navy Operational Support Center (NAVOPSPTCEN), and Squadrons.

5. Forms. All forms are available on the Navy Reserve web site located at <https://www.navyreserve.navy.mil>.

A handwritten signature in dark ink, appearing to be 'B. P. Cutchen', written in a cursive style.

B. P. CUTCHEN  
Deputy

Distribution:

Electronic copy via COMNAVRESFOR Web site  
<https://www.navyreserve.navy.mil>

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# **Navy Reserve Mobilization/Demobilization Procedures**

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## CHAPTER 1

## Identifying and Notifying Navy Reservists for Mobilization

1-1. Introduction. COMNAVRESFORCOM is responsible for identifying qualified SELRES to fill mobilization requirements as directed by Commander, United States Fleet Forces (COMUSFLTFORCOM). In order to accomplish identification, COMNAVRESFORCOM (N35) coordinates with multiple Billet Sourcing Officers (BSOs), such as Community Managers, Operational Support Officers, and supported commands to match SELRES to mobilization requirements. Once a SELRES is identified for mobilization, the supporting Echelon V command is responsible for notification of the Sailor.

1-2. Responsibilities. Upon receiving tasking from COMUSFLTFORCOM to activate a Reserve Component (RC) Sailor, the following will occur:

a. COMNAVRESFORCOM (N35) shall:

(1) Classify the requirement as a general RC requirement, unit requirement, or managed community requirement. Examples include: assign general Unrestricted Line Officer to COMNAVRESFORCOM sourcing officer; assign Intelligence Officer requirements to the Information Dominance Corps BSO; and assign Construction Battalion requirements to Commander, Navy Construction Force.

(2) If the requirement is a general RC requirement, identify a qualified SELRES to fill the requirement. COMNAVRESFORCOM (N35) will use the following precedence:

(a) Determine if a qualified volunteer is available to fill the requirement. Note: RC Sailors can volunteer for mobilization, using the COMNAVRESFORCOM "Volunteer to Mobilize" process found on the COMNAVRESFORCOM (N35) web page.

(b) If no volunteer is available, COMNAVRESFORCOM (N35) shall use the Ready Mobilization Pool (RMP) to identify a RC Sailor to fill the requirement.

(c) If the RMP does not contain a qualified RC Sailor, COMNAVRESFORCOM (N35) may select a RC Sailor from the general SELRES population.

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(3) If the requirement is for a RC unit mobilization, sub-claim the requirement to the unit's BSO and coordinate sourcing of the requirement with the unit BSO.

(4) If the requirement is for a SELRES in a managed community, sub-claim the requirement to the BSO designated by the community manager and coordinate sourcing of the requirement with the community BSO. A list of managed communities can be found in Appendix B.

(5) After a RC Sailor has been identified to fill a requirement, provide the nomination to COMUSFLTFORCOM via the Individual Augmentation (IA) Portal. After COMUSFLTFORCOM accepts the nomination, COMNAVRESFORCOM (N35) will change the Individual Mobilization Status (IMS) code for the member in the Reserve Headquarters System (RHS) to R##, and change the status of the nomination in the IA Portal to "in RHS." This process informs Commander, Navy Personnel Command (COMNAVPERSCOM) that COMNAVRESFORCOM (N35) is ready for COMNAVPERSCOM to generate orders. However, COMNAVPERSCOM will not release orders until COMNAVPERSCOM receives the Chief of Naval Operations (OPNAV) Tasking Letter, stating the Secretary of Defense (SECDEF) has approved the mission and RC sourcing option. COMNAVPERSCOM mobilization orders are released approximately 4 to 5 weeks after verbal notification of a SELRES has occurred.

(6) Daily, provide the RHS "R## Report" to Echelon III and IV commands for further forwarding to the Echelon V commands. The R## Report provides a list of all SELRES who have been identified for mobilization and directs the Echelon V commands to inform the SELRES of their mobilization.

(7) Verify COMNAVPERSCOM issues mobilization orders once the OPNAV tasking letter is received.

b. Echelon III and IV Commands shall:

(1) Ensure Echelon V commands are reporting, via the Navy Standard Integrated Personnel System (NSIPS), the correct mobilization readiness status on assigned SELRES using Manpower Availability Status (MAS) and IMS codes. MAS and IMS guidance can be found in reference (b) and on the COMNAVRESFORCOM (N35) web page.

(2) Ensure Echelon V Commands complete mobilization notification as required in paragraph 1-2.c.

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c. Echelon V Commands shall:

(1) Report correct mobilization readiness status, via NSIPS, of assigned SELRES, using MAS and IMS codes. Due to the limitations of RHS and NSIPS, Echelon V commands must implement a manual MAS and IMS code tracking system (for example, MS Excel or Access databases tracking) to ensure the appropriate MAS and IMS codes are maintained in NSIPS. MAS and IMS guidance can be found in reference (b) and on the COMNAVRESFORCOM (N35) web page.

(2) Complete mobilization notification of all SELRES identified in the R## Report. Notification must be completed by a member of the Echelon V staff and cannot be delegated. Notification must be conducted verbally via a phone call or face-to-face. Notification should not occur via email or text message. Echelon V commands shall maintain a log of who provided notification, when notification occurred, and how notification occurred.

(a) Once a RC Sailor appears on the R## Report, COMNAVRESFORCOM expects notification will occur immediately (normally within 2 business days), regardless of the mobilization start date.

(b) Once the notification occurs, change the R## IMS code in NSIPS to RC1.

(c) Refer to reference (b) and supplemental IMS code information for additional guidance on mobilization notification and use of RU1, RU2, and RUA.

(3) Provide the following information, at a minimum, to the RC Sailor identified for mobilization:

(a) Mission number (Noble Eagle number (NE-#)), found in NSIPS.

(b) Expected mobilization date, found in NSIPS.

(c) Location of mobilization. NRAs/NAVOPSPTCENS must match mission number to location and mission using the chart provided on COMNAVRESFORCOM (N35) web page under the NE-# Mission Table. If NE-# is not contained on this list, the Echelon V command should contact COMNAVRESFORCOM (N35) for location.

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(4) Inform Unit leadership of the RC Sailor's mobilization. Note: Echelon V commands are not to delegate mobilization notification to subordinate unit leadership and are responsible for notifying SELRES of impending mobilizations.

(5) Immediately coordinate initial screening of RC Sailor to verify suitability to mobilize. See Chapter 2.

(6) Per reference (c), report mobilization suitability via BUPERS Online (BOL) within 30 days of identification of a SELRES for mobilization. If suitability cannot be determined within 30 days, the Echelon V Commanding Officer (CO) shall update suitability status in BOL at least once every 30 days until the SELRES is deemed suitable to deploy.

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## CHAPTER 2

### Mobilization Screening after Identification

2-1. Overview. After SELRES are identified for mobilization, their primary duty is to prepare themselves, their family and their employers for mobilization. It is imperative that Echelon V commands immediately conduct an initial and thorough screening of the RC Sailor. This screening is comprised of two separate parts, Medical/Dental and Administrative, and shall be conducted per reference (c). The goal is to identify all deployability issues, if any, in time to correct the issues prior to mobilization.

#### 2-2. Mobilization Screening

##### a. Echelon V commands shall:

(1) Immediately conduct a review of the mobilizing SELRES medical, dental, administrative, and training records to identify any deployability issues for the SELRES, using reference (c).

(2) Ensure MAS and IMS codes are correctly reported in NSIPS.

(3) Determine if identified deployability issues can be corrected before mobilization date.

(4) Obtain applicable waivers for any deployability issues.

(5) If the Echelon V command identifies an issue that will prevent mobilization, immediately report the issue to COMNAVRESFORCOM via Echelon IV and request mobilization cancellation using the COMNAVRESFORCOM Cancellation Tracker. See Chapter 6 for directions on the COMNAVRESFORCOM Cancellation Tracker.

(6) Track follow-up appointments for the SELRES to ensure member meets all screening requirements.

(7) Direct Inactive Duty Training (IDT) and Annual Training (AT) periods to complete mobilization screening. After a SELRES is identified for mobilization, the Echelon V CO is

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authorized to exercise control of IDT and AT periods to ensure mobilization screening is complete. It is expected that the Echelon V CO and Unit CO will effectively coordinate use of IDT and AT periods to support both mobilization readiness and operational support, with the understanding that preparing for mobilization takes priority.

(8) Verify the SELRES possesses an appropriate security clearance and Personnel Security Investigation (PSI), as required in the mobilization order and will be in periodicity during mobilization. If the PSI will expire before start of the mobilization, the Echelon V Security Manager should immediately submit an appropriate Periodic Review (PR) to ensure the SELRES security clearance will not expire during mobilization.

(9) Ensure the Command Individual Augmentation Coordinator (CIAC) explains the CIAC program, resources, and responsibilities to mobilizing SELRES and their family prior to mobilization. Maintain the CIAC Program, current IA Grams, and applicable instructions.

(10) Check in the Navy and Marine Corps Mobilization Processing System (NMCMPs) on a weekly basis, at a minimum, for mobilizing SELRES orders, including any modifications or other changes, and provide a copy of all orders to the SELRES.

(11) COMNAVRESFORCOM expects SELRES identified for mobilization (R## IMS code) to remain in a pay status until their load date. NAVOPSPTCEN COs shall ensure that SELRES are not processed for Administrative Separation (ADSEP) due to Unsatisfactory Participation/performance unless all other administrative controls have been exhausted. Specifically, Echelon V COs shall utilize the 6 month probationary period, per reference (f), to the maximum extent possible for enlisted personnel. SELRES failing to report on their mobilization Ready to Load Date shall be handled per references (d) and (e).

b. Unit COs shall:

(1) Coordinate and assist Echelon V commands to ensure RC Sailors complete initial mobilization screening.

(2) Coordinate IDT and AT periods with the Echelon V command to ensure mobilization screening is completed.

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c. RC Sailors shall:

(1) Schedule mobilization screening requirements with the Echelon V command. COMNAVRESFORCOM authorizes the use of IDT and AT to complete all screening requirements.

(2) Report any change to medical or dental status immediately to the Echelon V command.

(3) Enroll in TRICARE, as soon as possible, to allow for necessary mobilization medical and dental screening. SELRES and their families may enroll in TRICARE up to 180 days prior to mobilization, or as soon as they receive mobilization orders, whichever comes later.

(4) Schedule additional and follow-up appointments, as necessary, to complete screening requirements and correct any deployability issues that were identified during screening.

(5) Ensure family is ready for deployment and has contact information for the CIAC and Ombudsman.

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## CHAPTER 3

## Final Mobilization Screening

3-1. Overview. Final mobilization screening should occur on the day SELRES report to their Echelon V as annotated on their mobilization orders. This screening should be primarily administrative and a "last look." All deployability issues should be identified prior to this date and appropriate action taken to resolve the issue or a mobilization cancellation request sent to COMNAVRESFORCOM.

3-2. Final Mobilization Screeninga. Echelon V commands shall:

(1) Verify in NMCMPs that no additional mobilization orders or order modifications have been received.

(2) Formally endorse a mobilizing SELRES original orders. A reporting and detaching endorsement is required on all mobilization orders.

(3) Screen administrative and medical records using reference (c) to ensure all required documents, including medical labs, are appropriately filed in records. Ensure required waivers have been obtained and filed in records accompanying the SELRES to the Navy Mobilization Processing Site (NMPS). Note: NMPS requires all SELRES to provide all Expeditionary Screening Checklists completed by the Echelon V command.

(4) Ensure all required Areas of Responsibility specific and supplemental screening checklists are completed and filed in appropriate records accompanying SELRES to the NMPS.

(5) Ensure the Echelon V CO verifies completion and signs for all line items required on reference (c). If omitted, the Echelon V CO must annotate the reason the requirement is incomplete. The Echelon V CO is required to sign NAVPERS 1300/21 and NAVPERS 1300/22. If the Echelon V CO is not available (e.g., on leave), the Echelon V Executive Officer (XO) or Senior Enlisted Leader (SEL) may sign for the CO. This final check shall not be delegated to the Echelon V Mobilization Officer or other staff outside of the XO and SEL.

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(6) Ensure the SELRES possesses an activated Government Travel Credit Card (GTCC). If the SELRES does not have a GTCC, and is not eligible for a GTCC, coordinate advance per diem with the supporting Personnel Support Detachment (PSD) prior to the SELRES departing for NMPS. Echelon V commands must ensure the SELRES is able to pay for berthing and meals during NMPS processing.

(7) Ensure the SELRES completes all required Navy Knowledge Online (NKO) courses and certificates of completion are included in the mobilization package accompanying the SELRES to NMPS.

(8) Call NMPS if the Echelon V is uncertain as to whether a suitability issue may result in disqualification during screening at NMPS, or if Echelon V command will be unable to complete any part of an Expeditionary Screening Checklist.

(9) Inform COMNAVRESFORCOM (N35) and NMPS if a SELRES will not report to the assigned NMPS as directed in mobilization orders.

3-3. Mobilization Package. The Echelon V command shall compile a mobilization package for all SELRES to take with them to NMPS. At a minimum, the following items shall be included in a SELRES Mobilization Package:

a. Medical Suitability Certification (NAVPERS 1300/21) and Expeditionary Screening Checklist (NAVPERS 1300/22) fully completed and signed by the Echelon V CO.

b. Expeditionary medical and dental screening for IA and Support Assignments to Overseas Contingency Operations (OCO) (NAVMED 1300/4). The Echelon V CO is required to verify that the checklist is complete. Any requirement left blank should be annotated with the reason for not completing the requirement.

c. Endorsed Mobilization Orders. Endorsed for reporting and detaching to and from Echelon V command.

d. Medical and dental records. Ensure labs, x-rays, and other important documentation are filed in their records.

e. Copy of online completion certificates for all required NKO courses.

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## CHAPTER 4

### Demobilization and Deactivation

4-1. Overview. Per reference (a), demobilization is a two-step process: demobilization at the NMPS and deactivation at the Echelon V command. NMPS will ensure any post-deployment screening that was not completed in theater is completed at the NMPS. SELRES who fail medical out-processing may be retained on active duty until their physical condition is fully evaluated and resolved, per applicable instructions.

#### 4-2. Deactivation

a. Echelon V command responsibilities for the deactivation process are provided in reference (a).

b. In addition to requirements of reference (a), Echelon V commands shall:

(1) After a SELRES is released from NMPS, ensure the appropriate administrative and medical support is available to the SELRES returning from mobilization. This may require Echelon V personnel to be available to check-in a returning SELRES on a non-drill weekend. COMNAVRESFORCOM expects SELRES to report back to their Echelon V commands immediately following demobilization at the NMPS. However, there may be occasions when it is appropriate for SELRES to wait until after terminal leave to report back to their Echelon V command. This situation is not routine and should be coordinated between the NMPS and the Echelon V Command.

(2) Determine when a SELRES intends to start drilling again. COMNAVRESFORCOM permits the maximum use of authorized absences to allow SELRES time to reintegrate into their civilian employment and family.

(3) Determine when a SELRES' terminal leave is expected to end. On this date, verify that the appropriate PSD completes the active duty loss transaction. When NSIPS reflects the RD1 active duty loss IMS code, update the IMS code to RD2, indicating the SELRES has reported back to the Echelon V and completed the deactivation process.

(4) Arrange for travel from the Echelon V command to the member's home of record.

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(5) Ensure all post-deployment examinations and assessments are scheduled and completed per current guidance.

c. RC Sailors shall:

(1) Contact their Echelon V command after reporting to NMPS to coordinate reporting back to the Echelon V.

(2) Assist the Echelon V command, as required, to arrange travel from the Echelon V command to the SELRES home of record.

(3) Complete deactivation process at the Echelon V command prior to departing on terminal leave.

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## CHAPTER 5

## Special Cases Boards (SCBs) for Delays, Deferments, and Exemptions (DDE)

5-1. Overview. SELRES identified for mobilization who have significant personal, legal, medical, transportation, or other problems, that could affect their mobilization or require special consideration, should request a SCB. Appendix B of reference (a) governs SCBs and provides specifics on responsibilities, membership, and procedures for requesting an SCB. Additional guidance and SCB criteria are provided on the COMNAVRESFORCOM (N35) web page.

5-2. DDEs

a. Echelon V COs may authorize delays to mobilizations for up to 3 calendar days. If the Echelon V CO grants a 3 day delay, the Echelon V shall call NMPS and inform them of the delay. Echelon V COs should be judicious in granting 3 day delays.

b. COMNAVRESFORCOM (N35) may authorize a delay of up to 30 days; however, Echelon V commands requesting delays beyond 3 days should not automatically assume COMNAVRESFORCOM will grant the 30 day delay. Mobilizations have very tight training tracks and a significant delay could result in an unacceptable gap to mission by weeks or months.

c. Delays greater than 30 days, or requests for mobilization exemption shall be forwarded to PERS-9 for final adjudication.

5-3. SCBs

a. At a minimum, the SCB panel will be comprised of:

- (1) Line Officer (President).
- (2) Judge Advocate General (JAG) Corps Officer.
- (3) Chaplain.
- (4) Board Recorder (member of the Echelon V staff).

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Note: The Echelon V CO shall not be a member of the SCB panel. If the Echelon V command is located in an isolated geographic area, making a JAG or Chaplain attendance impractical, video teleconference, or telephone conference may be used to complete the SCB.

b. Following the SCB, the President of the SCB shall submit the board findings and recommendations to the Echelon V CO. At a minimum, submit the following:

(1) Letter from the Echelon V command SCB President, containing SCB summary, findings, and recommendations. In the event that the SCB fails to come to a majority consensus, the SCB President has the authority to make the final recommendation.

(2) Copy of mobilization orders.

(3) Copy of current Ready Reserve Screening Questionnaire.

(4) All supporting documentation submitted to the SCB.

Example of SCB letter and NAVOPSPTCEN endorsement is provided on the COMNAVRESFORCOM (N35) web page.

c. For any SCB requesting DDE beyond 30 days, the NAVOPSPTCEN CO shall endorse the SCB package and forward to PERS-9, courtesy copy to COMNAVRESFORCOM (N35) and the appropriate Echelon IV command. The NAVOPSPTCEN CO can either recommend or not recommend that the NAVOPSPTCEN SCB recommendation be approved.

d. PERS-91 will schedule a separate higher level SCB, which will review the NAVOPSPTCEN SCB package. The COMNAVPERSCOM SCB will recommend to PERS-9 whether or not to grant the SCB request. PERS-91 has final adjudication authority on the SCB.

e. Once PERS-91 adjudicates the SCB, they will inform the NAVOPSPTCEN, COMNAVRESFORCOM (N35), and PERS-4G on the final decision and direct action, as appropriate.

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## CHAPTER 6

### Mobilization Cancellations

6-1. Overview. When the Echelon V command determines that SELRES will be unable to execute their mobilization, the Echelon V command shall formally request mobilization cancellation via the COMNAVRESFORCOM Cancellation Tracker. Echelon V commands will route cancellation requests to COMNAVRESFORCOM (N35) via the Echelon IV or appropriate higher Echelon command.

#### 6-2. Responsibilities

a. COMNAVRESFORCOM (N35) shall:

(1) Approve or disapprove mobilization cancellations, as appropriate.

(2) If a mobilization cancellation is approved, coordinate mobilization order cancellation with COMUSFLTFORCOM and COMNAVPERSCOM.

(3) Ensure IMS code is updated, as required, to complete cancellation.

(4) Identify a fallout replacement SELRES to fill the mission. Coordinate with COMUSFLTFORCOM to adjust the training track to meet required notification timelines. Additionally, COMNAVRESFORCOM will obtain waivers, as appropriate, from the SELRES who volunteers to replace the fallout.

b. Echelon IV or appropriate higher Echelon command shall:

(1) Review cancellation requests for assigned Echelon V and verify appropriate documents are uploaded to support cancellation within 1 business day of Echelon V submission.

(2) Concur with cancellation request, request additional documents, or deny cancellation request.

(3) Ensure the Echelon V command processes ADSEP, submits medical retention review (MRR) packages, or completes other administrative action, as appropriate, for SELRES cancelled from mobilization.

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c. Echelon V commands shall:

(1) Complete the online form requesting cancellation and describe the reason for cancellation request.

(2) Upload documents needed to support the cancellation request to the cancellation tracker.

(3) Track approval of the cancellation request and ensure appropriate cancellation notifications occur. Note: Do NOT assume the cancellation request will be approved. The Echelon V command shall ensure the cancellation request is tracked through all levels of approval until COMNAVRESFORCOM (N35) provides final adjudication of request.

(4) If within 3 days of the NMPS report date, inform the appropriate NMPS that a mobilization cancellation request has been submitted for a SELRES.

(5) Update IMS codes, as directed by COMNAVRESFORCOM (N35).

(6) Process ADSEP, submit MRR packages, or complete other administrative action, as appropriate, for SELRES cancelled from mobilization. If cancellation is due to a SELRES not extending his/her Expiration of Obligated Service to support mobilization, the SELRES shall be immediately transferred to a non-pay status.

6-3. Mission Cancellations. If the mission is no longer required to be performed and COMUSFLTFORCOM cancels a mobilization billet, COMNAVRESFORCOM (N35) shall enter the mobilization cancellation into the cancellation tracker and inform the Echelon V command of the cancellation. COMNAVRESFORCOM (N35) will work with the SELRES, unit BSO, and/or Community Manager BSO to determine if the SELRES will be released from mobilization or re-missioned to another mobilization requirement.

6-4. User Guides. The COMNAVRESFORCOM (N35) web page provides a Cancellation Tracker User's Guide and instructions on how to download reports.

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APPENDIX A

Useful Links

COMUSFLTFORCOM IA Web site

<http://www.public.navy.mil/ia/pages/index.aspx>

NMPS links

<http://www.public.navy.mil/ia/pages/nmps.aspx>

COMNAVRESFORCOM Web site (CAC required)

<https://private.navyreserve.navy.mil/Pages/default.aspx>

COMNAVRESFORCOM (N35) Web site (CAC required)

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N35.aspx>

COMNAVRESFORCOM "Volunteer to Mobilize" Portal (CAC required)

<https://private.navyreserve.navy.mil/cnrfc/n-codes/n3/mobilizationportal/default.aspx>

Medical Suitability Certification - NAVPERS 1300/21

[http://www.public.navy.mil/bupers-COMNAVPERSCOM/reference/forms/NAVPERS/Documents/NAVPERS%201300\\_21%20R01-11\\_RE.pdf](http://www.public.navy.mil/bupers-COMNAVPERSCOM/reference/forms/NAVPERS/Documents/NAVPERS%201300_21%20R01-11_RE.pdf)

Expeditionary Screening Checklist - NAVPERS 1300/22

<http://www.public.navy.mil/ia/Documents/NAVPERS130022.pdf>

Expeditionary Medical and Dental Screening for IA and Support Assignments to Overseas Contingency Operations - NAVMED 1300/4

<http://www.med.navy.mil/directives/ExForms/NAVMED%201300-4%20RE.pdf>

Voluntary Waiver Acknowledgement (VWA) for Mobilizing on Active Duty

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Voluntary%20Waiver%20Acknowledgement%20\(VWA\).pdf](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Voluntary%20Waiver%20Acknowledgement%20(VWA).pdf)

Voluntary Service Agreement (VSA) for Continuing on Active Duty

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Voluntary%20Service%20Agreement%20\(VSA\).pdf](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Voluntary%20Service%20Agreement%20(VSA).pdf)

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## PG13 Deferment Sample

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/PG13-%20Deferment%20Waiver-%20Sample.pdf>

## MAS Codes Supplemental Guidance

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Instructions,%20Guides,%20and%20References/MAS%20and%20IMS%20Guidance/MAS%20Code%20Guidance%20\(5%20June%202012\).pdf](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Instructions,%20Guides,%20and%20References/MAS%20and%20IMS%20Guidance/MAS%20Code%20Guidance%20(5%20June%202012).pdf)

## IMS Code Supplemental Guidance

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Mobilization%20DocumentsPolicies/Instructions,%20Guides,%20and%20References/MAS%20and%20IMS%20Guidance/IMS%20Code%20Guidance%205%20June%202012.pdf>

## Cancellation Tracker

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/mobilizationportal/mobcanx/SitePages/Home.aspx>

## Download Mobilization Orders from BUPERS Online

<https://www.bol.navy.mil/DefaultPub.aspx?Cookies=Yes>

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## APPENDIX B

## List of Managed Communities

1. Below is a list of managed communities. Contact information for these communities can be found at the COMNAVRESFORCOM "Volunteer to Mobilize" Portal Homepage.

a. Bureau of Medicine and Surgery personnel: Medical Corps Officers (2105), Dental Corps Officers (2205), Medical Service Corps Officers (2305), Nurse Corps Officers (2905), and Hospital Corpsmen (HM) - non-8404.

b. Civil Engineer Corps Officers (5105) and all Construction Battalion ratings/Units.

c. Chaplain Corps Officers (4105) and Religious Programs Specialists (RPs).

d. Defense Logistics Agency (DLA) personnel.

e. Engineering Duty Officers (1445).

f. Health Services Augmentation Program (HSAP) Hospital Corpsmen (HM) - 8404.

g. Information Dominance Corps (IDC) personnel: Information Warfare Officers (1815), Information Professional Officers (1825), Intelligence Officers (1835), Cyber Warfare Engineers (1845), Cryptologic Technicians (CTs), Intelligence Specialists (ISs), and Information Systems Technicians (ITs).

h. Judge Advocate General (JAG) Corps Officer (2505) and Legalmen (LNs).

i. Public Affairs Officers (1655) and Mass Communications Specialists (MCs).

j. Special Warfare Officers (1135) and Special Operations Officers (1145) and enlisted personnel.

k. Supply Corps Officers (3105).

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## APPENDIX C

## Definitions

Activation - Initiates the mobilization process and consists of notification, Echelon V command screening (governed by the Expeditionary Screening Checklist), and initial administrative processing.

Billet Sourcing Officer (BSO) - The primary point of contact responsible for sourcing an assigned community (e.g., Medical Corps Officers (2105) have a BSO who coordinates with COMNAVRESFORCOM (N35) for mobilization requirement sourcing of Officers with 2105 designator).

Contingencies or Overseas Contingency Operations (OCO) - Previously known as the the Global War on Terror (GWOT). This refers to those operations that are conducted as authorized under Executive Order 13223 and Presidential Proclamation 7463, in response to the Declaration of National Emergency, by Reason of Certain Terrorist Acts on the World Trade Center, New York, and the Pentagon, and the continuing and immediate threat of further attacks on the United States.

Deactivation - Upon demobilization and out-processing of a SELRES through a NMPS, an RC member returns to his or her Echelon V command to be administratively processed, gained back to the Reserves, and returned to a drilling status.

Deferments - An extended delay of 31 days or more. COMNAVPERSCOM (PERS-91) is the sole authority for granting mobilization deferments.

Delays - A SELRES may request a delay in reporting for mobilization if he/she believes that a significant personal, legal, medical, transportation or other problem could affect their mobilization. Echelon V COs may authorize a delay in reporting up to 3 days. COMNAVRESFORCOM (N35) may authorize a delay of up to 30 days. Delay requests for more than 30 days must be forwarded to COMNAVPERSCOM (PERS-91) for adjudication.

Exemptions - A SELRES may request an exemption from mobilization if he/she believes significant circumstances exist that would affect his/her mobilization.

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Inactive Ready Reserve (IRR) - A Navy Reservist who is in a Volunteer Training Unit status or has previously served in the AC or SELRES, but is no longer in an active drilling status. Current Navy policy does not allow involuntary mobilization of IRR members.

Involuntary Mobilization - The process of ordering a member of the RC to active duty without his or her consent.

Mobilization - The process of bringing the Armed Services to a state of readiness for operational missions, contingencies, emergencies, or war, and includes the order to active duty of Units and members of the RC to expand the Navy beyond its active force capability.

Mobilization Notification - Initial notification informing a SELRES that he/she has been identified for mobilization. Initial notification is conducted verbally, in person, or via a telephone. Written and electronic mediums do not constitute notification and may only be used to supplement or provide additional information concerning the mobilization.

Mobilization Volunteer - A member of the RC who is ordered to active duty with his/her consent. Mobilization volunteers may still be ordered to active duty under involuntary orders.

Navy and Marine Corps Mobilization Processing System (NMCMPs) - A system of web-enabled software used to coordinate, document, track, and report contingency manpower requirements; AC/RC sourcing decisions, identification, order writing, and activation, mobilization, and demobilization of Navy SELRES.

Navy Mobilization Processing Site (NMPS) - Responsible as the primary enabler of mobilization/demobilization processing for RC personnel. Commander Navy Installations Command is responsible for NMPS assignment, operations, and policy.

Echelon V Command - Refers to all Navy Reserve Echelon V commands that have administrative control of SELRES (i.e. NAVOPSPTCENS, Squadrons, etc). Note: In this instruction, Echelon V commands are responsible for the notification, activation, and processing of SELRES identified for mobilization. Additionally, Echelon V commands assist NMPS in completing the de-mobilization process.

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Echelon IV Command - Command responsible to direct and oversee activation processing at Echelon V (i.e. TYCOMs, and RCCs, etc).

Reserve Component Individual Augmentee (IA) - A SELRES ordered under the authority of Title 10, United States Code, to a temporary period of active duty, specifically to fill a validated mobilization requirement that supports or "augments" a Navy, Marine Corps, or other Armed Service commands.

Notification (R##) Report - A list of all SELRES that have been identified for mobilization (currently have an R## IMS code), which directs the Echelon V command to notify the SELRES of his or her mobilization.

Selected Reservists (SELRES) - A Navy Reservist who is in a paid drilling status and represents the principal source of trained personnel and Units to augment the active forces in time of war or national emergency.

Selected Reserve (SELRES) Unit - A group or detachment of one or more individuals organized, equipped, and trained to serve on active duty as an operational Unit.

Special Cases Board (SCB) - A board, convened upon request of a SELRES, identified for mobilization, who believes he/she has significant personal, legal, medical, transportation, or other problems that could affect mobilization.

Tag - The act of issuing an R## IMS code in the RHS. This officially identifies a SELRES for mobilization and communicates to COMNAVPERSCOM that COMNAVRESFORCOM is "ready" for orders.

Tasking Letter - A memorandum, from the Office of the Chief of Naval Operations to COMUSFLTFORCOM, directing COMNAVRESFORCOM to initiate a recall to active duty, in support of requested mobilization requirements, that have been approved by the SECDEF. It must be issued prior to mobilization orders being generated by COMNAVPERSCOM.

U.S. Fleet Forces Command (COMUSFLTFORCOM) Individual Augmentee (IA) Portal - Classified as a Department of Defense (DoD) computer system, it is a world-wide accessible, independent database designed and administered by COMUSFLTFORCOM to manage, process, and report on all IAs.

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APPENDIX D

Ready Mobilization Pool (RMP)

1. Discussion. The RMP is a list of personnel that may be identified during the Calendar Year (CY) to fill projected RC mobilization billets. By identifying a subset of the SELRES, COs can better focus limited resources and prepare RMP Sailors for mobilization. The RMP also provides Sailors the predictability necessary to balance the Navy Reserve, civilian careers and personal lives. While inclusion on the list does not guarantee that an individual will be mobilized, those persons have a much higher likelihood of mobilization than those not on the list and should begin to prepare for deployment.
2. Individual Augmentation (IA) Requirements. COMUSFLTFORCOM is the Navy's Executive Agent for the Individual Augmentee (IA) program. In this role, COMUSFLTFORCOM validates Navy-wide IA requirements and assigns them to the AC and RC; RC IA requirements are called mobilizations. COMNAVRESFORCOM (N35) constructs the RMP to satisfy forecasted COMUSFLTFORCOM RC requirements to be sourced by COMNAVRESFORCOM N35.
3. RMP Execution. The RMP is effective from 1 January until 31 December of the calendar year. Officers and Enlisted personnel on the RMP should anticipate and prepare to be identified for mobilization during this period. RMP members should expect a minimum of 60 days, with a goal of 180 days, notification for involuntary mobilization. However, all SELRES personnel should always be ready to report for duty within 72 hours per NAVADMIN 235/08.
  - a. It is essential to recognize that the RMP will be used to identify personnel for mobilization during its effective period. The actual date of mobilization may fall outside of RMP's effective period and well into the following calendar year. For example, a Sailor may be identified on 20 December 2013 for a mobilization that actually starts in July 2014.
  - b. Managed communities will continue to source mobilization requirements for their personnel and are not included on the RMP. A current list of managed communities is available at COMNAVRESFORCOM (N35).

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#### 4. Sourcing

a. Volunteers. Volunteers will continue to be accepted for both Officer and Enlisted mobilization assignments. All SELRES personnel, including those on the RMP, are permitted and encouraged to volunteer using the volunteer guidance posted on the COMNAVRESFORCOM N35 website:

(<https://private.navyReserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N35.aspx>).

b. Transfer to the IRR. For Sailors selected for inclusion on the RMP, requests to transfer to the IRR prior to identification for mobilization (R## IMS code) may be approved. In such cases, the following comment on detaching Fitness Reports or Evaluations is strongly recommended: **"NOT RECOMMENDED FOR REAFFILIATION OR REENLISTMENT IN THE NAVY RESERVE. MEMBER REQUESTED TRANSFER TO THE IRR AFTER BEING IDENTIFIED ON THE COMNAVRESFORCOM READY MOBILIZATION POOL."** Fitness Reports and Evaluations with this language shall be considered adverse and treated as such under BUPERSINST 1610.10C. Requests to transfer to the IRR after an RMP Sailor has been identified for mobilization (R## IMS code) will be disapproved and a request may only be resubmitted after mobilization completion, regardless of where the IRR request is in the routing process. Echelon V commands shall adjudicate all IRR requests immediately upon receipt and ensure the AAP MAS code is entered in NSIPS.

c. Retirement. For Sailors selected for inclusion on the RMP, retirement requests submitted to COMNAVPERSCOM (verification of sending and receipt by COMNAVPERSCOM is required) prior to identification for mobilization (R## IMS code) may be approved. Echelon V commands shall ensure that all SELRES requesting retirement are identified with the ARR MAS code. If a retirement request is submitted after an RMP Sailor has been identified for mobilization (R## IMS code), the retirement date will be established for a date after mobilization completion.

d. Medical/Dental. RMP members with a medical or dental issue that precludes mobilization shall immediately begin working with their NAVOPSPTCEN to resolve the issue. Echelon V commands shall ensure individual MAS codes reflect current medical and dental readiness. However, it should be noted that a medical or dental condition that precludes mobilization does not automatically remove the individual SELRES from the RMP.

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e. Active Duty for Special Work (ADSW), Active Duty Training (ADT), Military Personnel Navy/Reserve Personnel Navy recall. RMP members shall coordinate with COMNAVRESFORCOM (N35) before accepting any long-term active-duty orders (for example, ADSW, ADT, recall, etc.). All requests shall be sent first through the member's Chain of Command and the gaining command for concurrence.

f. RMP Order of Precedence. Sailors on the RMP that have never completed a mobilization shall be given priority over those Sailors who have previously completed a mobilization. However, position on RMP is not indicative of when mobilization identification will occur; there is no order of precedence on the list. Billets are sourced based on the requirements for mobilization billet, to include designator/rating, pay grade, security clearance, and other qualifying factors.

g. Exchanges/Swaps. Personnel identified on the RMP are not allowed to exchange or swap their name on the list. Further, after personnel are identified for mobilization (R## IMS code), they are not allowed to exchange or swap their identified Noble Eagle mission for another Noble Eagle mission or have another person take their place on the mobilization.

h. Delay/Deferment/Exemption (DDE). Personnel identified for mobilization that desire a delay, deferment, or exemption must request adjudication as set forth in reference (a) and this instruction. RMP members who receive a DDE will not be removed from the list; once the DDE has expired, members maintain their RMP eligibility.

i. Unless absolutely required, personnel on the RMP that are not identified for mobilization prior to 31 December will be exempt from inclusion on the following year's RMP subject to the following criteria:

(1) Did not receive a deferment or exemption from mobilization during the RMP effective period.

(2) Maintained administrative and medical readiness for mobilization during the RMP effective period.

j. Unless absolutely required, personnel not on the RMP will not be identified for mobilization during the effective period of the RMP. This does not apply to:

(1) Managed communities

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## (2) Members of units in a deployment rotation

5. Action. Upon final release of the RMP, COMNAVRESFORCOM (N35) shall direct Echelon V commands to complete the following actions for each RMP member and report completion to their respective Echelon IV command:

a. Issue a copy of the Expeditionary Screening Checklist (NAVPERS 1300/22) and complete sections as specified by COMNAVRESFORCOM (N35).

b. Issue a copy of the Expeditionary Medical and Dental Screening Checklist (NAVMED 1300/4) and complete sections as specified by COMNAVRESFORCOM (N35).

c. Review each Sailor's record to ensure MAS and IMS codes accurately reflect current status. Ensure MAS codes are promptly updated, as required, for entire RMP effective period.

d. Verify medical and dental readiness. Report all disqualifying conditions in NSIPS using appropriate MAS codes and in MRRS using appropriate diary entries.

e. Verify security clearances are current. If a member has never had a PSI or has a PSI greater than 10 years old, immediately initiate a National Agency Checks with Local Agency Checks (NACLC) and Single Scope Background Investigation (SSBI), as appropriate to their billet requirement. If a security clearance is due to expire during the RMP effective period, ensure the member submits the periodic review 6 months prior to clearance expiration.

f. Confirm that the member is not within 2 years of high year tenure or sanctuary. If so, inform the respective Echelon IV command and COMNAVRESFORCOM (N35) for tracking.

g. Verify each Sailor's enlistment will not expire during the effective period of the RMP. If so, ensure the member completes a reenlistment or extension, as necessary, as soon as possible.

6. Questions and Points of Contact. COMNAVRESFORCOM (N35) creates and manages the RMP. RC Sailors shall contact their Chain of Command with all questions concerning RMP. COMNAVRESFORCOM (N35) provides RMP Guidance and FAQs to the

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Echelon V commands via the Echelon IV commands and posts this info on the COMNAVRESFORCOM (N35) SharePoint site at:

<https://private.navyReserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N35.aspx>

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